

**Hillsborough NH Water and Sewer Commissioners  
May 8, 2014 Meeting Minutes**

The meeting was called to order at 6:00 pm

Present: Commissioners Doug Parker, Herm Wiegelman and Peter Mellen; Paul Dutton, WWTF Operator; and, Penny Griffin, Administrator.

Commissioner Wiegelman spoke about the recent NHDES Drinking Water Source Protection conference he attended.

Commissioner Parker stated that the water leak on Pine Ridge Road has been repaired.

6:15 pm Rene LaBranche of Stantec arrived at the meeting. Rene presented the Commissioners with a report of his findings of the chemical system testing he has been doing over the last few months. The report was reviewed and discussed. Rene stated that he would like to continue testing once the flows slow down at the plant to get results at full dosing as he had to stop his current testing due to high flows. A discussion was held regarding the amount of chemical needed during high flow periods. Rene stated that it was too much to do as the chemical is only being delivered in barrels for testing.

6:30 pm Laith Frink of Henniker Sewer & Drain arrived at the meeting.

Paul Dutton stated that the TSS levels appear to be a problem when using the chemicals. Rene stated that he believes that will not be the case when full dosing is achieved and hopes to prove that when he continues testing. Commissioner Parker thanked Rene for producing a report of his findings to this point. Rene will continue his program when flows are low and report the results to the Commissioners.

7 pm Rene LaBranche left the meeting and Mark Moser of Moser Engineering arrived at the meeting.

The recent findings and repairs to the sewer line in Hoyt Lane were discussed. Paul Dutton stated that it was found that the pipe was not broken. What was seen with the camera was where the service line from the old town garage dropped down into the service line from 13-15 West Main Street. He stated that the backups were most likely caused by flushable wipes dropping down into the next line and getting caught due to the low flow from 13-15 West Main Street. Paul advised that the line was reconfigured to remove the drop and provided pictures for the Commissioners to see. Paul reported that he had the line re-inspected by camera and found the remainder of the line to the new clean out to be in fair condition. He stated that, in his opinion, the Commissioners should not put in the proposed manhole but instead utilize the new clean out and suggested the Commissioners review the film to look at a section that has a slight intrusion to determine if it needs attention. Mr. Frink asked the Commissioners if he could go ahead and replace the service line for 16 Hoyt Lane. Mr. Moser presented a draft drawing of the existing lines in Hoyt Lane along with a suggestion of how to reroute the service line to 14 Hoyt Lane to avoid digging in Hoyt Lane. A discussion ensued about the pro's and con's of the options. Commissioner Mellen stated that he thought the Commissioners should weigh the options. Mr. Frink stated that he thought re-routing the line would be much more costly and would like to go ahead and replace the existing connection. Mr. Frink stated that all he needs from the Commissioners is a determination of where the Town's responsibility ends and the service line begins; then, he will replace the line,

either via pump or gravity to that spot. A discussion was held as to the end of the Town's line. Commissioner Wiegelman motioned that the Town's responsibility ends at the newly installed clean out adjacent to the north end of 8 Hoyt Lane. Also, they will utilize the cleanout for maintenance instead of installing the manhole as previously discussed. Commissioner Parker seconded the motion. Commissioner Parker and Wiegelman voted in favor; Commissioner Mellen opposed. Mr. Frink thanked the Commissioners and stated that he will be working on replacing the service line to Hoyt Lane either by a force main or gravity and will connect to the pipe with the new clean out. Mr. Frink left the meeting.

Paul Dutton advised the Commissioners that the service line to 11 Walnut Street has been repaired.

A discussion was held regarding the upcoming hydrant flushing. Paul noted that he would like to have a flushing box built as they currently have to borrow one that Water Systems Operators built and it is not always available. The Commissioners agreed to have Paul borrow Water Systems Operators flushing box and have one built for the water department. Paul stated that an updated flushing plan is needed. Penny will contact Water Systems Operators to obtain these items.

Commissioner Mellen asked Paul his plans for mowing easements this year. Paul stated that a notice for bids will go out a little later as he intends to have them cleared in August.

The Commissioners reviewed and approved AP vouchers, past meeting minutes, 2014 2<sup>nd</sup> issue billing warrants, and time cards.

Commissioner Wiegelman motioned to adjourn the meeting. Commissioner Mellen seconded the motion. All voted in favor.

Meeting was adjourned at 9:00 pm.

Respectfully submitted,

Penny Griffin, Administrator

Water and Sewer Commissioners Meeting Minutes Approved by: Date:

Doug Parker

Herm Wiegelman

Peter Mellen  
Water and Sewer Commissioners  
Town of Hillsborough